

TYPE 2 APPLICATION
- Upgrades/retrofits for facilities and/or equipment -

- For applications involving **building** upgrades and retrofits, your organization must own the property(ies) or have an existing lease that extends a minimum of five years beyond the application date. If you are requesting **equipment** upgrades or retrofits (e.g. Energy Star printers or commercial grade refrigerator), you are not required to own your own property. See FAQs for more information.
- Applicants awarded Type 2 grants will be asked to leverage the grant with BGE’s Smart Energy Savers Program for businesses, in which non-profit organizations are eligible. (If you are not a BGE customer, check for incentives available through your own utility company.) For more information about BGE’s Smart Energy Savers Program, check with your contractor, call 877-685-7377, email business@bgesmartenergy.com, or visit www.bgesmartenergy.com/business.html.
- If you have questions about this application, contact Katie Igrec Lima at 410-396-4556 or kathleen.igreclima@baltimorecity.gov.

First round: June 18, 2010
Second round: December 8, 2010*

* Please note that the deadline for the second round has been extended from October 13 to December 8, 2010.

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2. **Describe the proposed project.** Include background information (e.g. type of property), need for project, and goals. Please indicate if your organization and/or contractor is planning to or willing to apply for the BGE Smart Energy Savers Program to leverage the Community Energy Savers Grant.

3. **Where will the project be located?** Please include the specific building address(es), property size (square footage), a brief description how you use the property(ies), and other information that may be helpful for your application.

4. **Approximately how much did your organization spend on energy bills at the project site(s) in the last year?**

Electricity
Natural Gas
Heating oil
Vehicle Fuel (*only if transportation project*)

What percent of your total operating budget do your energy costs represent? %

5. **Please attach a third-party energy audit** of your facility which includes projected energy savings of proposed activities.

6. **All funded Type 2 projects will be responsible for measuring the change in energy usage as a result of the project and will be asked to report the information in the final grant report.** Describe plans for energy monitoring before and after installation of improvements/project implementation.

7. **All funded Type 2 projects will be expected to include an educational component.** Describe how your project will educate both those internal within your organization about energy conservation behaviors and those outside of your organization about energy saving lessons learned through your project.

8. **Explain who and how many people, households, or organizations will benefit from the project and what difference your project will make.**

9. **Who will oversee the implementation of the project to ensure quality and timely completion?** Include the person/people's name, position, name of firm/organization, and related experience.

10. **If your grant request is \$25,000 or more, please explain how certified minority and women-owned business enterprises will be involved in the execution of the project.** A list of certified minority/women business enterprises can be found at <http://cityservices.baltimorecity.gov/mwboo/>

11. **Project Cost/Budget and Timeline.** Please attach a project budget and timeline.

Total project cost \$

Amount of grant request \$

Other anticipated and/or committed sources of funding and amounts (list below or in attachment).

To submit the application

Send the completed application form, copy of 501(c)(3) letter, and supporting materials (e.g. energy audit report) as email attachments to kathleen.igreclima@baltimorecity.gov.